

Council/Agency Meeting Held: _____	City Clerk's Signature _____
Deferred/Continued to: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: August 15, 2005	Department ID Number: AS-05-014

CITY OF HUNTINGTON BEACH REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
SUBMITTED BY: *Penelope Culbreth* PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR
PREPARED BY: CHARLES THOMAS, ACTING DIRECTOR OF ADMINISTRATIVE SERVICES
SUBJECT: ADOPT RESOLUTION 2005-51 REGARDING CLASSIFICATION PLAN AMENDMENT

RECEIVED
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 CITY OF
 HUNTINGTON BEACH, CA
 2005 AUG -14 AM 10:49

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)
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Statement of Issue: The City's Classification Plan needs to be amended to incorporate changes approved by the Personnel Commission at their meeting on March 16, 2005, May 18, 2005 and June 27, 2005.

Funding Source: There is no fiscal impact to this action.

Recommended Action: Adopt Resolution No 2005-51 a Resolution of the City Council of the City of Huntington Beach to amend the classification plan by modifying the classification specifications for the positions of Finance Officer, Parking/Traffic Control Officer, Community Services Recreation Supervisor, Construction Inspector Trainee, Construction Inspector, Senior Construction Inspector, and Building Plan Checker and adding the classifications for the positions of Safety Officer, Crime Analyst, Code Enforcement Technician, and Building Plan Checker II in the City Classification Plan.

Alternative Action(s): Make no changes to the City's Classification Plan.

(continued on next page)

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REQUEST FOR ACTION

MEETING DATE: August 15, 2005

DEPARTMENT ID NUMBER:AS-05-014

Analysis:

The Personnel Commission, at its meetings of March 16, 2005; May 18, 2005; and June 27, 2005, approved the following amendments to the City's Classification Plan.

1. **Meeting of March 16, 2005:** The City Administrator reviewed proposed changes to the Citywide Table of Organization in which the Finance Officer would be transferred from the Administrative Services Department to report directly to the City Administrator's Office. Also, the purchasing and central services function would be transferred from Administrative Services and report to the Finance Officer. In addition to incorporating these organizational changes into the classification specification, the Finance Officer classification specification was further revised to more accurately reflect current duties and responsibilities.

As a result of restructuring in the City's Risk Management Division, it was also recommended that a Safety Officer classification be established to emphasize occupational health, safety, loss prevention and control.

The approved recommendations included:

- a) Revising the class specification for the position of Finance Officer.
 - b) Adding the new classification for the position of Safety Officer.
2. **Meeting of May 18, 2005:** Due to the consolidation of the parking control function in the Police Department, the classification specification for Parking/Traffic Control Officer required deleting reference to use of such positions in the Community Services Department. Also, due to the restoration of a Crime Analyst position in the Police Department budget, the classification specification for this position was re-established. The Community Services Department also sought a minor change in its Community Services Recreation Supervisor classification specification with regard to the elimination of Red Cross Instructor level certifications at the City's Gym and Pool. Such certifications were no longer needed as employees are hired with Red Cross certifications already in place. Finally, the Planning Department requested a new classification be developed to provide opportunities to learn the code enforcement field, especially to employees who had been impacted by City layoffs.

The approved recommendations included:

- a) Revise the classification for the position of Parking/Traffic Control Officer.
- b) Add the new classification for the position of Crime Analyst.
- c) Revise the classification for the position of Community Services Recreation Supervisor.

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REQUEST FOR ACTION

MEETING DATE: August 15, 2005

DEPARTMENT ID NUMBER:AS-05-014

d) Add the new classification of Code Enforcement Technician.

3. **Meeting of June 27, 2005:** The Public Works Department requested that the education and training requirements of its Construction Inspector job series be revised to include knowledge of regulations and appropriate certifications to broaden capabilities to perform inspection duties for all types of public works projects, including water facilities and structural masonry work. Also, in the Building Department Plan Check series, the City has experienced numerous difficulties in attracting candidates for Plan Check Engineer. The Plan Check Engineer is a highly skilled position requiring special technical expertise and a professional engineer registration. By creating an advanced journey level classification between a Building Plan Checker and Plan Check Engineer, the City hopes to enhance its ability to attract applicants as well as retain current employees by providing additional career growth opportunities.

The approved recommendations included:

- a) Revise the classification for the position of Construction Inspector Trainee and retitle the classification to Construction Inspector I.
- b) Revise the classification for the position of Construction Inspector and retitle the classification to Construction Inspector II.
- c) Revise the classification for the position of Senior Construction Inspector.
- d) Retitle the classification of Building Plan Checker to Building Plan Checker I.
- e) Add the new classification of Building Plan Checker II.

Environmental Status: Not applicable.

Attachment(s):

City Clerk's Page Number	No.	Description
4	1.	Resolution No. 2005-51
7	2.	Specifications for Modified Classifications (Exhibits A - C)

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ATTACHMENT #1

RESOLUTION NO. 2005-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON BEACH AMENDING THE CLASSIFICATION PLAN BY
MODIFYING AND ADDING CLASS SPECIFICATIONS

WHEREAS, the City Council of the City of Huntington Beach wishes to amend the City Classification Plan; and

The provisions of Personnel Rule 12-4 have been complied with, in that the changes to the City Classification Plan were considered by the Personnel Commission during public hearings held on March 16, 2005, May 18, 2005, and June 27, 2005; and

The Commission voted to recommend to the City Council that the City's Classification Plan be amended by modifying the class specifications for Finance Officer, Parking/Traffic Control Officer, Community Services Recreation Supervisor, Construction Inspector Trainee, Construction Inspector, Senior Construction Inspector, Building Plan Checker; and

The Commission also voted to recommend to the City Council that the City's Classification Plan be amended by adding classifications for Safety Officer, Crime Analyst, Code Enforcement Technician and Building Plan Checker II,

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

1. Modify the Class Specifications for Finance Officer, Parking/Traffic Control Officer, Community Services Recreation Supervisor and Senior Construction Inspector positions in the City's Classification Plan as set forth in Exhibit A, which is attached hereto and incorporated herein by this reference.
2. Add the Class Specification of Safety Officer, Crime Analyst, Code Enforcement Technician and Building Plan Checker II to the City's Classification Plan as set forth in Exhibit B, which is attached hereto and incorporated herein by this reference.
3. Modify the Class Specification for the Construction Inspector Trainee and Construction Inspector positions in the City's Classification Plan and retile the positions to Construction Inspector I and Construction Inspector II as set forth in Exhibit C, which is attached hereto and incorporated herein by this reference.
4. Change the job title for Building Plan Checker to Building Plan Checker I, as set forth in Exhibit C, which is attached hereto and incorporated herein by this reference.
5. All other provisions of the Classification Plan shall remain the same.

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PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 2005.

Mayor

REVIEWED AND APPROVED:

Penelope Cullum
City Administrator

APPROVED AS TO FORM:

Jennifer McGee
City Attorney *KC8/1/05*

INITIATED AND APPROVED:

C. J. Gons
Acting Director of Administrative Services

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ATTACHMENT #2

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EXHIBIT A

E-4.8

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FINANCE OFFICER

DATE: MARCH 2005

JOB CODE: 0055
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: NON-ASSOCIATED
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Under general direction of the City Administrator, performs responsible supervisory and administrative work in planning, organizing, coordinating and directing the financial and central services activities of the City, which include accounting, budget and research, central stores/warehouse, purchasing, reprographic and mail delivery services; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator.

DISTINGUISHING CHARACTERISTICS

The Finance Officer receives general administrative direction from the City Administrator and exercises direct supervision over management, supervisory, professional, technical and clerical staff. This classification requires an advanced knowledge of municipal finance, budgeting and purchasing for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment in establishing efficient and effective financial operations consistent with City Council policies and administrative guidelines established by the City Administrator.

EXAMPLES OF ESSENTIAL DUTIES

Assists in directing the fiscal management of the City, including budget preparation and monitoring, revenue forecasting, general accounting, financial reporting, pre-auditing and internal controls, debt issuance and administration, capital financing, financial systems design, implementation and control; recommends and administers policies and procedures.

Plans, directs and coordinates the administration of the City's finance, purchasing, reprographic and mail services; recommends policies and implements procedures to conduct activities; ensures that all activities are conducted in accordance with related laws, ordinances, rules and regulations; manages the development and implementation of the goals, objectives, policies and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FINANCE OFFICER

DATE: MARCH 2005

Assists in ensuring that the financial needs of the City are met; raises funds through creative financing, bond issues, certificates of participation and lease purchase financing; evaluates alternative financing methods for all major acquisitions; supervises and controls capital financing projects; assists in negotiating major financial transactions; directs and coordinates revenue collection, disbursement activities, purchasing, and inventory control functions.

Advises department heads and the City Administrator in the review of estimates and proposed budget allocations for the City and the Redevelopment Agency; estimates anticipated revenues; conducts fiscal analyses and submits data and reports for use in evaluating operating department proposals; provides the City Administrator and department heads with timely and informative financial reports and statements; manages and participates in the development and administration of the Finance budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies.

Determines, with the advice of the City Attorney when necessary, the regularity, legality, and correctness of claims, demands and charges; draws warrants upon the City Treasurer for all claims and demands that are approved; specifies the purpose for which drawn and the fund from which payment is made; supervises and is responsible for the receipt and collection of all taxes, assessments, license fees, and other revenues for the City and from all levels of governmental agencies and from any court, office, department, or any agency of the City; conducts studies or oversees the conduct of complex studies relating to the development of rates, fees and user charges; prepares and supervises the preparation of reports to the State Controller, County Auditor Controller and other Federal, State or County agencies; may serve on the City's negotiation team for labor contracts; will be responsible for calculating costs of proposals and various scenarios and may present information in sessions with the City Council; serves as the liaison to the Finance Board.

Selects, trains, motivates and evaluates Finance personnel; provides or coordinates staff training; works with employees to correct performance deficiencies; implements discipline and termination procedures; plans, directs and coordinates through subordinate level managers assigned service areas' work plans; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; performs other related duties.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FINANCE OFFICER

DATE: MARCH 2005

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles and practices of public administration, including budget preparation, purchasing, program analysis, and revenue forecasting; accounting principles, practices and methods; public revenue resources; principles of municipal debt financing; ordinances, resolutions and laws affecting municipal financial operations; methods and techniques of public administration research, analysis and report preparation; legislation related to public agency finance, including grant accounting and bond issuances; financial planning; research methods and techniques and methods of report presentation; principles of personnel administration, supervision and training; concepts of automated financial management information systems.

Ability to: Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction for activities related to finance and central services; identify and respond to community and City Council issues, concerns and needs; develop, implement and administer goals, objectives and procedures for providing effective finance and purchasing services; prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures and techniques; prepare clear and concise reports; interpret and apply Federal, State and local policies, procedures, laws and regulations; interpret financial statements and cost accounting reports; administer contracts and ensure compliance with contract provisions; communicate clearly and concisely, both orally and in writing; establish effective working relationships with those contacted in the course of work; develop and utilize a data processing system for processing City records including general ledger, revenue and expenditure ledgers and other pertinent City records, data, information and statistics.

Education: Equivalent to a Bachelor's degree from a college or university with a major in accounting, business or public administration including courses in advanced

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FINANCE OFFICER

DATE: MARCH 2005

accounting, auditing, cost accounting, and business law. A CPA or Master's degree is preferred.

Experience: Six (6) years of responsible financial experience including at least four (4) years as a supervisor.

License: Valid California drivers license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is primarily performed in an office environment and requires prolonged sitting, standing, walking, reaching, twisting, turning, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination to operate a personal computer in order to prepare statistical reports and data. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL OFFICER

DATE: MAY, 2005

JOB CODE: 0262
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision of the Traffic Enforcement Unit Sergeant, ensures the steady flow of traffic by enforcing all parking regulations set for by the California Vehicle Code and City Municipal ordinances; provides clear communications with the general public regarding parking regulations; and, performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Parking/Traffic Control Officer is a field position that requires driving a City vehicle and issuing citations for parking ordinance violations. This position assists sworn police personnel with traffic control at traffic collisions and crime scenes.

EXAMPLES OF ESSENTIAL DUTIES

Enforces parking control ordinances with regards to meter parking and restricted parking zones for a defined region of the City on a rotational basis; issues citations using a hand-held computer; identifies abandoned vehicles, vehicles with multiple citations, vehicles with expired registration or other violations and coordinates towing of same. Writes citations in the beach recreational zone.

Answers public inquiries; advises on ordinance infractions; handles complaints about citations; follows street sweepers and issues citations when needed.

Enforces traffic control at collisions, fires, crime scenes, and special events or where ever traffic control is needed as requested. Lifts, carries, and places traffic safety cones and traffic signs in appropriate areas when assigned to assist in traffic control incidents.

Maintains daily records of activities, including number of citations issued, radio calls, activity and patrol time; performs related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL OFFICER

DATE: MAY, 2005

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City streets and map directions; computer and standard business software, laws governing vehicular parking, including California Vehicle Code, City Municipal Code, Department manuals, O.C. Radio Codes manual; reporting district maps; basic traffic safety practices.

Ability to: Drive assigned vehicles from the Department in a safe manner while enforcing parking control ordinances; use a Radar Trailer; use Citation Writers, KDT, police radios, OC spray, flares, and personal computer; communicate effectively with employees and the general public and Department staff and outside authorities; work evenings, weekends, and holidays as scheduled; provide quality customer service; create, prioritize and maintain work schedules.

Education: High school diploma.

Experience: Work experience with enforcement related duties and/or involving significant public contact are highly desirable.

Certifications/License: Due to the requirement to perform field duties operating a City vehicle, possession of a valid California driver's license with a good driving record is required.

Shift Assignment: Must be available to work all assigned shifts, including evenings, weekends and holidays.

Background Investigation: Must successfully pass a comprehensive background investigation.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

DATE: MAY 2005

JOB CODE: 0258
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, supervises, coordinates and oversees operations at a recreation center and special use facilities such as pools, ball fields and tennis courts; plans, organizes and implements citywide recreation programs or specialty area programs; works closely with community resources; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Community Services Recreation Supervisor is a professional position with overall responsibility for supervising operations at a recreation center, including facilities maintenance, programming and staff direction. The Community Services Recreation Supervisor oversees other professional and support staff members, contractors and volunteers, and is responsible for the supervision of multiple sites when conducting citywide programs.

EXAMPLES OF ESSENTIAL DUTIES

Plans, coordinates, oversees and evaluates a variety of citywide recreation programs or classes and/or specialty area programming such as adult or youth athletics, aquatics, after school, summer programs, special events, or programming designed for disabled residents or senior citizens. Oversees program development, marketing and implementation including registration, selection of instructors and collection of fees.

Oversees maintenance of recreation center facilities, amenities and equipment including swimming pools, ball fields, tennis, basketball and racquetball courts, parking, security, custodial, and kitchen; arranges for necessary repairs; schedules and coordinates use of facilities including after-hours rentals.

Develops and monitors operating budget; orders supplies and materials. Supervises full and part-time staff; interviews, hires, trains and evaluates staff in accordance with established policies; provides supervision to others assigned to assist in program or event production including site set-up and break down. Resolve interpersonal conflicts between/among program participants.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

DATE: MAY 2005

Serves as a City representative with community groups, business organizations, corporate partners, government agencies, and other City departments. Stays current with developments in the field; attends a variety of professional development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, and to identify needs, strategies and solutions to promote recreational activities. Performs related duties, including report preparation, grant writing and administration; conducts emergency action planning, and development of promotional or program materials.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City and departmental policies and procedures; federal, state and local regulations governing the operation of recreation programs; recreation program development and administration practices and procedures; standard office principles and procedures; principles of budgeting and supervision.

Ability to: Identify community recreation needs; plan programs and activities for target residents; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress; maintain accurate records, record and retrieve information; write reports; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.

Education: A Bachelor's degree in Recreation Administration or a related field.

Experience: A minimum of three (3) years of experience in community recreation program administration.

Certifications/License: Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California motor vehicle operator's license may be required. The position assignment to City Gym and Pool requires the following Red Cross Certificates: CPR for the Professional Rescuer, Title 22 First Aid, Lifeguarding, Preventing Disease Transmission, and Water Safety.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES RECREATION SUPERVISOR

DATE: MAY 2005

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when working outdoors. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects 10 to 25 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR

DATE: JUNE 2005

JOB CODE: 0171
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs general and complex inspections of a wide variety of construction work including capital improvements, projects completed in the public right-of-way and subdivisions; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Senior Construction Inspector performs complex and journey level field inspection review work, and oversees the work in a lead capacity of lower level Construction Inspectors. This position reports to the Construction Manager.

EXAMPLES OF ESSENTIAL DUTIES

Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way, including street improvements, sewers, storm drains and buildings, water facilities, pump stations, public utilities, lighting, traffic signals, etc. for conformance to plans and specifications.

Performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities; reviews and monitors traffic control, assures quality control and testing coordination for a variety of City and outside agency requirements; prepares necessary reports and presents materials and recommendations at project meetings; assists contract administrators on construction projects; and is responsible for overseeing the preparation of "as built" records and drawings.

Provides customer service to engineers, contractors and residents, answers questions and resolves complex construction problems on-site; performs field contract administration; maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis; monitors compliance with the Davis-Bacon Act as necessary; recommends field adjustments and redesign decisions to resolve problems or conflicts; recommends change orders as appropriate, and reviews and monitors traffic control.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR

DATE: JUNE 2005

Inspects subdivisions, residential, commercial and industrial developments for grading, erosion control, dust control, storm drainage, reinforced concrete structures, street improvements, street lighting, traffic lights, dry utilities, street appurtenances and landscaping; reviews and approves soil reports for compaction of grading and trench backfill; reviews and approves engineering specifications for rough grade, line and grade of buildings, and final grading and drainage; performs a final inspection of the entire subdivision or development before final approval and release of bonds.

In a lead capacity, performs field and technical review of work and progress performed by contract and other City construction inspectors and assists in training as assigned. Provides guidance and reports work progress to immediate supervisor as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction, federal, state and local laws, ordinances, codes and regulations including the Uniform Building Code, CalTrans Local Programs Manual, NDPES regulations and related codes and regulations; construction inspection principles and techniques; construction and related materials, tools and equipment; occupational safety and hazards related to construction work; related computer software applications, including MS Office Suite.

Ability to: Read, interpret and analyze construction plans, specifications, and manuals; organize and coordinate large construction projects; prioritize tasks and meet deadlines; make engineering computations; record quantities of materials; prepare progress payments and field memoranda; assist in the preparation of estimates and change orders; resolve problems related to construction projects, contractor compliance and project design; deliver quality customer service; learn, understand, maintain and follow department processes and regulations; ensure safety and professional work standards are met; successfully complete confined space training as provided by the City within six months of employment; safely work in confined spaces both above and below ground to perform inspections; write reports; prepare status reports and information items regarding construction issues; analyze records for response to claims; review plans and specifications for constructability on assigned projects; communicate effectively in oral and written form; establish and maintain effective working relationships with those contacted in the performance of duties.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR

DATE: JUNE 2005

Education: The equivalent of an Associate's degree in Engineering or a related field.

Experience: Five (5) years experience in public works construction or closely related experience.

Certifications/License: Possession of at least two of the following certifications is required: Public Works Inspector's Certificate, Public Works certification or equivalent; International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector), Electrical Inspector, or State of California Grade II or III Water Distribution Certificate. Due to the performance of field duties which requires operation of a motor vehicle, a valid California Class C Driver's License may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions, dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, enter and work within confined spaces (above and below ground) and to lift moderately heavy objects up to 60 pounds in weight. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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EXHIBIT B

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SAFETY OFFICER

DATE: MARCH 2005

JOB CODE: 0511
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Performs responsible professional and technical work relating to occupational safety and health and loss prevention/control programs for the City, including identifying, evaluating, monitoring and minimizing potential hazards and injuries to City employees and properties; monitors claim investigations, record keeping and analysis relating to the City's workers' compensation program, and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Safety Officer works under the general direction of the Risk Manager, developing and coordinating a variety of loss control, health and environmental compliance programs to ensure the safety of employees, the public and City property. The Safety Officer coordinates assigned activities with other departments, divisions, outside agencies and the general public and provides highly responsible and complex staff assistance to the Risk Manager.

EXAMPLES OF ESSENTIAL DUTIES

Plans, designs, develops and implements the City's safety and safety education programs, including citywide safety, health, loss prevention and environmental compliance activities; participates in the development and implementation of goals, objectives, policies and priorities for the City's Safety Program; evaluates and monitors City compliance with environmental regulations.

Conducts field surveys of City properties and facilities in order to identify potential hazards and safety violations; ensure compliance with applicable Federal and State regulations; recommend mitigation as necessary; determine methods for improved accident and loss prevention; respond to request for public safety inspections; conduct inspections of City facilities and public areas; ensure compliance with safety regulations regarding noise, pollution, confined space, and hazardous materials contamination.

Evaluates work methods, equipment and operating practices for potential safety hazards and provides corrective recommendations; advises departments on CAL/OSHA and Federal/OSHA regulations; analyzes accidents to develop facts affecting accident prevention; advises managers, supervisors and employees on accident prevention and elimination of unsafe working conditions.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SAFETY OFFICER

DATE: MARCH 2005

Prepares loss analysis reports and analyzes the City's loss experience and makes recommendations to control losses; coordinates recovery for injuries to City employees incurred from a third party. Ensures accurate assessment of losses; coordinates billing to appropriate parties; follows up and recommends legal actions as necessary.

Coordinates safety and accident prevention programs with the Workers' Compensation program; responds to emergency situations; accompanies regulatory agency personnel on investigation and enforcement inspections; maintains comprehensive records and data pertinent to programs.

Participates on the City Safety Committee; coordinates an annual Health and Safety Fair; develops and maintains a resource center for safety training aids, films, videos and literature on a citywide basis; develops, implements and assists departments in implementation of a Citywide safety education program; coordinates and administers a variety of health and safety programs, including medical screening, blood lead level testing, and hearing conservation; administers the City's DMV pull notice program and Department of Transportation (DOT) random drug testing; stays abreast of new trends and innovations in the field of safety, and performs other related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles, practices, methods and techniques of safety program development, implementation and administration; California State Labor Code relative to industrial safety, the Occupational Safety and Health Act (OSHA), and other applicable state and Federal laws, including OSHA reporting procedures and requirements; methods, techniques and practices used in the determination and elimination of occupational safety hazards; principles and practices of risk identification, loss prevention, loss control and risk transfer; evaluation and use of safety equipment; principles and practices of safety analysis; investigation techniques and practices; statistical and research methods; liability claims processing; safety training methods, principles and techniques; modern office procedures and methods, including computer equipment and supporting word processing and spreadsheet applications.

Ability to: Read, interpret and apply laws, regulations and procedures applicable to safety and hazardous materials in the workplace; interpret, explain and ensure compliance with City safety policies and procedures; identify hazardous conditions; investigate and analyze accidents and safety hazards, determine proper course of

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SAFETY OFFICER

DATE: MARCH 2005

action and effectively communicate and implement recommendations; introduce and effectively implement campaigns for the prevention and reduction of accidents; plan, develop and implement health and safety programs; prepare and maintain accurate and complete records; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: Education equivalent to graduation from a four-year college with a Bachelor's degree in business or public administration, safety/industrial engineering, or a related field.

Experience: Two (2) years of responsible experience in the development and administration of loss control, industrial safety or related programs.

Certifications/License: Valid California driver's license; a Certified Safety Professional (CSP) designation is desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is performed indoors and outdoors. When work is performed outdoors, there is exposure to heat, cold, noise, vibration, confining workspace, chemicals, mechanical hazards and electrical hazards. The incumbent stands, walks on level and uneven/slippery surfaces, kneels, twists, bends, pushes, pulls, crouches, stoops, climbs ladders, reaches, grasps, lifts and carries items weighing 35 pounds or less. Indoor work requires sitting at a desk or table for prolonged periods of time, use of a telephone, computer and screen. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

E-2.24

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CRIME ANALYST

DATE: MAY 2005

JOB CODE: 0166
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under supervision of the Investigations Division Commander, prepares and develops analytical data relevant to crime, trends patterns and perpetrators, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

This position is assigned the responsibility of coordinating the Uniform Crime Reporting (UCR) function, including collecting, analyzing, and reporting crime statistics.

EXAMPLES OF ESSENTIAL DUTIES

Under general supervision, prepares and disseminates analytical data relevant to crime series, trends, patterns and suspect information to enhance pro-active and reactive law enforcement capabilities; performs related responsibilities as required; and, works with the Investigation, Uniform, and Administrative Operations divisions to identify, evaluate and report upon major crime activities, crime patterns, and crime trends to analyze crime data to produce crime bulletins, crime patterns, and suspect profile information.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Criminal justice principles and crime analysis concept, practices and investigative procedures; research methods and techniques; data base applications using computer software and hardware.

Ability to: Use computer and software applications, including Word, Excel, Access and other database programs to prepare reports and present findings through the use of

E-4.25

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CRIME ANALYST

DATE: MAY 2005

charts, graphs and statistical tables; conduct special studies; complete monthly activity reports; and, maintain and update probation and parole data files for investigative review.

Education and Training: The equivalent to graduation from an accredited four-year college or university with a major in criminal justice, public administration or related field. Certification in Crime/Intelligence Analysis preferred.

Experience: Two full-time years experience in analysis or statistical research work. Work experience in Crime Analysis highly desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Work also requires sitting at a desk or table for prolonged periods of time, use of a telephone, computer and screen. Must be able to work any shift, including weekends and holidays. Reasonable accommodation(s) for individuals with a qualified disability will be considered on a case-by-case basis.

E-4.26

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT TECHNICIAN

DATE: MAY 2005

JOB CODE: 0515
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under direct supervision from the Senior Code Enforcement Officer or the Neighborhood Preservation Manager, the Code Enforcement Technician shall learn to perform field inspections and investigations related to property maintenance violations, zoning and housing code violations to a level of performance proficiency requiring less direct oversight; performs research and writes reports regarding zoning and municipal code violations; carries out special projects, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Code Enforcement Technician is a trainee level classification in the Code Enforcement job series. It differs from the Code Enforcement Officer I position in that the incumbent performs less complex and more routine code enforcement responsibilities while learning enforcement procedures for State and City codes and the rules and regulations of the Code Enforcement Section of the Planning Department.

EXAMPLES OF ESSENTIAL DUTIES

Under direct supervision, the Code Enforcement Technician learns and performs to enforce and apply the Zoning and Municipal Code, Uniform Housing Code, and other related codes and regulations relating to community preservation, health and safety; learns and performs field investigations, takes on-site photographs, prepares diagrams and measurements of residential, commercial and industrial properties in assisting in the implementation of the City's code enforcement program; learns and performs the issuance of infraction and misdemeanor citations for violations relating to public nuisances, including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized vehicles in residential areas and parking violations.

Learns to the level of possessing the ability to determine if development projects are in compliance with zoning ordinances and regulations; advise applicants, homeowners or developers of the City's requirements and the correct procedures to be taken to ensure compliance; respond to citizen complaints; issue infraction and misdemeanor citations for violations of applicable codes; perform routine follow-up; prepares written daily reports and maintains accurate records and files; issue violation notices; assist in the

E-4.27

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT TECHNICIAN

DATE: MAY 2005

Participates in joint inspections of properties with other agencies and City departments; researches property ownership and zoning, building and parcel histories; learns to interpret building and planning project entitlements; compile statistics; and, performs other related duties as needed.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Operations and organizational structure of municipal government; principles and practices of research and report preparation; modern office procedures, methods and equipment including computers and supporting software applications; English usage, spelling, grammar, and punctuation; principles and practices of filing and record keeping; methods and techniques of public relations and customer service; safe and efficient work practices as they relate to code enforcement.

Ability to: Learn, interpret and apply zoning and land use regulations and planning concepts to unusual or difficult zoning or municipal code violations; learn and understand rules of evidence related to public hearing and judicial cases; compile and analyze technical information; learn and apply investigative techniques; maintain and follow department policies and procedures; operate and use modern office equipment including a computer and various software packages; communicate clearly and concisely, both orally and in writing; ensure safety standards are met; establish and maintain effective working relationships with those contacted in the course of work; delivery quality customer service; work independently and as a team member.

Education: High school diploma or equivalent.

E-4.28

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT TECHNICIAN

DATE: MAY 2005

Experience: Two (2) years of experience in municipal government, including one year of responsible public contact work. Knowledge of and/or experience in construction, code enforcement, permit issuance or other building and construction related activities preferred.

License/Certificate: Due to the performance of field duties that requires operation of a City vehicle, possession of a valid California motor vehicle operator's license and an acceptable driving record is required. Completion of forty (40) hours of training in arrest, search and seizure within six months of hire is required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS - Work involves moderate work often in an outdoor setting with exposure to loud noises, chemicals, debris, air and waterborne pathogens. There is frequent need to stand, walk, sit, talk or hear, use hands, kneel, stoop and perform other similar actions during the course of the workday. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

E-4.29

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING PLAN CHECKER II

DATE: JUNE 2005

JOB CODE: 0516
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, reviews plans and specifications to ensure compliance with building and construction regulations; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is a full journey level classification within the Building Plan Checker series and is distinguished from the entry-level Building Plan Checker I by the performance of the full range of duties as assigned, including the more complex activities associated with structural plan checking. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the Division.

EXAMPLES OF ESSENTIAL DUTIES

Checks plans and specifications of buildings and structures for compliance with the adopted Building Code and related construction codes and regulations; consults with architects, engineers, contractors and owners regarding matters such as design, engineering and regulations governing building plans; analyzes building designs to ensure basic engineering principles have been met.

Provides support to the counter operation; advises permit applicants, engineers or architects whose plans are not in conformance with required codes; indicates ways to modify plans that will comply with code requirements and regulations; prepares departmental reports; collects, analyzes and presents statistical data; makes field inspections as required; confers with staff from other departments regarding the development of building construction projects; deals with difficult people in a constructive manner; writes reports, letters and memos; analyzes practices and recommends improvements; delivers and promotes quality customer service.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

E-4.30

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING PLAN CHECKER II

DATE: JUNE 2005

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles and practices of building plan check review; principles, methods and techniques of structural engineering used in plan check review; building construction and design practices, methods and materials; the adopted building code, disability and energy regulations, and other applicable legislation; quality service practices; computer operation; engineering principles and math; safety issues and liability reduction; problem solving techniques.

Ability to: Review and check the more complex construction plans, blueprints, and specifications; make engineering computations; follow departmental processes and regulations; analyze and interpret code requirements and respond to technical questions; provide suggestions for modification of plans to ensure compliance with established codes; communicate effectively in both oral and written form; write reports, recommendations, correspondence and specifications; ensure safety and professional work standards are met; establish and maintain cooperative and effective working relationships with those contacted in the course of work; deliver quality customer service; work independently and as a team member, propose change.

Education: The equivalent of a Bachelor's degree in civil engineering or a related field.

Experience: One (1) year of progressively responsible experience reviewing and checking building plans as a Building Plan Checker I with the City of Huntington Beach or three (3) years of progressively responsible experience performing building plan checking. Three (3) years of structural design experience may be substituted for two (2) years of building plan checking experience.

Certifications/License: Certification by the International Code Conference (ICC) or other approved code organization as a Plans Examiner is required within 12 months of employment. Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California motor vehicle operator's license may be required along with an acceptable driving record.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I

DATE: JUNE 2005

JOB CODE: 0172
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With close supervision from a higher level Construction Inspector, receives on-the-job training for a period of six months to one year for assistance in performing basic types of inspections related to public works construction including capital improvements, projects in the public right-of-way and subdivisions, and for the performance of other related duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

This is an entry level position with no supervisory responsibilities and receives on-the-job training in order to learn and develop competencies in performing the essential functions of the job and to apply City and department policies and procedures in conducting public works project inspections. The Construction Inspector I performs a variety of duties related to analyzing plans and specifications, conducting field inspections ensuring compliance with project plans and specifications, and maintaining appropriate records and developing reports. The Construction Inspector I is expected to learn how to perform, at an acceptable level, detailed inspections on a variety of public works projects, including inspection of streets, storm drain and water systems and develop a thorough working knowledge of departmental policies and procedures prior to consideration for promotion to the journey level of Construction Inspector II. The position reports to the Construction Manager.

EXAMPLES OF ESSENTIAL DUTIES

Performs periodic and detailed inspections both above and below ground in confined spaces on assigned construction projects by contractors or developers to ensure quantity and quality control and integrity of the work as prescribed by approved plans, specifications, standards, applicable codes, ordinances or other requirements; prepares necessary field records and reports as required for approval of assigned work; utilizes various field measurement, field testing and inspection techniques in various phases of construction to assure compliance with City requirements; performs inspections for

E-4.33

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I

DATE: JUNE 2005

grading, concrete sidewalk, curbs and gutters, driveway approaches, street lights, traffic signing, asphalt paving, structural road sections, sewage systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits, subdivision developments and minor contracts; directs and enforces provisions for public safety, pedestrian and vehicle safety in accordance with standards, traffic division directives, and Police or Fire Department requests; coordinates work with contractors, developers, other departments, other public and private agencies, engineers and all involved; investigates complaints and requests related to the inspection requirements of the Public Works Department.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction, Federal, State and local laws, ordinances, codes and regulations including the Uniform Building Code and related codes and regulations; construction and related materials, tools and equipment; and, occupational safety and hazards related to construction work.

Ability to: Learn to read, interpret and analyze construction plans, specifications and manuals; prioritize tasks and meet deadlines; learn departmental policies and procedures; successfully complete confined space training as provided by the City within six months of employment; learn construction inspection principles and techniques and safely work in confined spaces both above and below ground to perform inspections; make mathematical computations; deliver quality customer service; maintain and follow Department processes and regulations; ensure safety and professional work standards are met; write reports and recommendations; communicate effectively in oral and written form; establish and maintain effective working relationships with contractors, engineers, City personnel and residents; learn and become competent with the use of a personal computer and programs such as MS Word and Excel.

Education: High school diploma or equivalent.

Experience: Two years working in public works construction or related field.

E-4.34

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I

DATE: JUNE 2005

Certifications/License: Due to the performance of field duties that require operation of a motor vehicle, a valid California Class C Driver's License may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions, and dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands and fingers to handle, feel, enter and safely work within confined spaces (above and below ground) and to lift moderately heavy objects up to 60 pounds in weight. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

E-4.35

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II

DATE: JUNE 2005

JOB CODE: 0463
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs general inspections of a wide variety of construction work including capital improvements, projects completed in the public right-of-way and subdivisions; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Construction Inspector II performs field inspections of a wide variety of construction work. This is a journey-level job class that works under the guidance and direction of Construction Manager.

EXAMPLES OF ESSENTIAL DUTIES

Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way, including asphalt paving, curbs, gutters, sidewalks, drive approaches, sewer mains and laterals, water facilities, hydrants, pump stations, storm drains, aerial and sub aqueous crossings, storm drains, public utilities, traffic signals, lighting, etc. for conformance to plans and specifications.

Performs field inspection duties, including monitoring, coordinating, evaluating and reporting of contractor activities; reviews and monitors traffic control, assures quality control and testing coordination for compliance with City and outside agency requirements; manages and supervises the preparation of "as built" records and drawings.

Provides customer service to engineers, contractors and residents, answers questions and resolves construction problems on-site; performs field contract administration; maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis; recommends field adjustments and redesign decisions to resolve problems or conflicts and recommends change orders as appropriate.

E-4.36

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II

DATE: JUNE 2005

Inspects subdivisions, residential, commercial and industrial developments for grading, erosion control, dust control, storm drainage, reinforced concrete structures, street improvements, street lighting, traffic lights, dry utilities, street signs and park landscaping; reviews soil reports for compliance with compaction of grading and trench backfill requirements; reviews and approves engineering specifications for rough grade, line and grade of buildings, and final grading and drainage; performs a final inspection of the entire subdivision before approval of bond release.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction, federal, state and local laws, ordinances, codes and regulations including the Uniform Building Code and related codes and regulations applicable to public works construction; departmental policies and procedures; construction inspection principles and techniques; construction and related materials, tools and equipment; occupational safety and hazards related to construction work; related computer software applications.

Ability to: Read, interpret and analyze construction plans, specifications and manuals; organize and coordinate large construction projects, prioritize tasks and meet deadlines; make mathematical computations; record quantities of materials; prepare progress payments and field memoranda; resolve problems related to construction projects, contractor compliance and project design; deliver quality customer service; maintain and follow department processes and regulations; ensure safety and professional work standards are met; successfully complete confined space training as provided by the City within six months of employment; safely work in confined spaces both above and below ground to perform inspections; write reports and recommendations; communicate effectively in oral and written form; establish and maintain effective working relationships with contractors, engineers, City personnel and residents; use personal computers with competence, including working knowledge of MS Office software applications such as MS Word and Excel.

Education: High school diploma or equivalent, supplemented by college level coursework in construction management, engineering or a related field.

E-4,37

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II

DATE: JUNE 2005

Experience: Three (3) years experience working in public works construction (heavy, highway, and/or infrastructure), or closely related experience.

Certifications/License: Possession of at least one of the following certifications is required: Public Works Inspector's Certificate, Public Works certification or equivalent; International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector), Electrical Power Inspector, or State of California Grade II or III Water Distribution Certificate. Due to the performance of field duties that requires operation of a motor vehicle, a valid California Class C Driver's License may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, enter and work within confined spaces (above and below ground), and to lift moderately heavy objects up to 60 pounds in weight. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

E-4.38

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING PLAN CHECKER I

DATE: JUNE 2005

JOB CODE: 0176
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, reviews plans and specifications to ensure compliance with building and construction regulations; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Building Plan Checker is a journey level position. The incumbent reports to the Division Head and provides general plan review and counter services.

EXAMPLES OF ESSENTIAL DUTIES

Checks plans and specifications of buildings and structures for compliance with the adopted Building Code and related construction codes and regulations; consults with architects, engineers, contractors and owners regarding matters such as design, engineering and regulations governing building plans; analyzes building designs to ensure basic engineering principles have been met.

Provides support to the counter operation; prepares departmental reports; collects, analyzes and presents statistical data; confers with staff from other departments regarding the development of building construction projects; deals with difficult people in a constructive manner; writes reports, letters and memos; analyzes practices and recommends improvements; delivers and promotes quality customer service.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of: Professional standards, principles and practices of building plan checking; building construction methods and materials; the adopted building code, disability and energy regulations, and other applicable legislation; quality service practices; computer operation; basic engineering principles and math; safety issues and liability reduction; problem solving techniques.

E-4.39

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING PLAN CHECKER I

DATE: JUNE 2005

MINIMUM QUALIFICATIONS (Continued)

Ability to: Read, interpret and analyze construction plans, blueprints, manuals and specifications; make basic engineering computations; develop, maintain and follow departmental processes and regulations; communicate effectively in both oral and written form; write reports, recommendations, correspondence and specifications; ensure safety and professional work standards are met; establish and maintain cooperative and effective working relationships with those contacted in the course of work; deliver quality customer service; work independently and as a team member; propose change.

Education: The equivalent of a high school diploma.

Experience: Two (2) years of experience performing building plan checking or related work. Knowledge of basic plumbing, mechanical and electrical codes desirable.

Certifications/License: Certification by the International Conference of Building Officials (ICBO) or other approved code organization as a Plans Examiner is desired; possession of a valid California motor vehicle operator's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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